

Google Form creation, sending and results.

Quote: 'If you can't measure it, then you can't control it'. If you want to get specific answers from people about an issue then you need to ask specific questions. A well thought out structured form is the best approach. Google provides the ability to create such an online, secure and easily emailed form with 7 types of questions; an automatically generated spreadsheet to gather the results; and a graphical summary of those results.

Plan: Rough out on paper the sort of answers you are after and how you will best ask those questions. Many people do not like to type heaps of text and will quickly give up if the form takes too much time to fill out. On the other hand, where feasible, do give them the option to add freehand text.

There is an example of a google form with the 7 types of questions at www.tinyurl.com/9vfdlp3

Feel free to make as many entries as you like. Then see the results in the spreadsheet at www.tinyurl.com/9bfs3kv

To see the summary graphs click www.tinyurl.com/9hade2k (Unfortunately you can't see the summary graphs via the spreadsheet – only the creator can. Also see step 8 below where you can let people see the results when they submit the form.)

Create: To create your form and the automatically created spreadsheet

1. Log on to your Google account (gmail).
2. Click 'Drive' on the top menu. Then click 'Create' and select 'Form'
3. Starting at the top, give your form a title (eg Bobs Business Feedback Form), and then some short text that describes the purpose of the form.
4. Type in your first question (Tip: keep it as short as possible as this will be the name of the column in the spreadsheet). Add any optional Help Text.
5. Then select the question type and fill in the details. Note that some questions can also be used for a quiz type form. Also that any question can be made 'required'
6. Add as many questions as needed by clicking "Add Item" at the upper left of the window. Note:
 - Hover over your questions with your mouse pointer to see small icons appear to the right that allow you to either Edit, Copy or Delete the question. Take any of these actions necessary for all of your questions.
 - Move your questions to reorder your survey by simply dragging the question and dropping it to the desired location. Organize your entire survey by performing this action.
7. Complete your work and click "Save" at the upper right of the window to save the form.
8. Edit the confirmation window that is offered to users after completing your survey by clicking "Edit Confirmation" from the More Actions menu. There is an option to let people see the summary of answers.
9. Distribute your survey form. On the form creation screen menu bar, click 'Email this Form'. This generates an email with the link to your survey form. I feel it's better to firstly just email it to yourself. Then you can forward that email, edit the text in it and send that to all your recipients. You can also 'embed' the form in a web page or blog, menu 'More Options / Embed'

Results. There are 2 ways to view your survey recipient responses:

- On the Form design page, by clicking "See Responses" on the menu bar. Click "Summary" to view statistics for each of your questions. The Summary display offers statistics and charts for all responses.
- Click Google Drive, open the spreadsheet that's collecting the results (it should have the same name as the form). Click menu 'Form / Show Summary of Responses'

Some things to note:

- You can make your form more appealing by clicking 'Theme' at the top of the form design screen. This will open a range of design templates to select from.
- Don't alter the names of the columns in the spreadsheet. If you do then the form will be unable to put data in it.
- You can stop responses being collected by clicking "Accepting Responses" from the "Form" menu in the spreadsheet view.
- When viewing the Spreadsheet data for your survey form, you may toggle back to the form edit view by clicking "Edit Form" from the Form menu.
- Easily create a copy of an existing survey form (without the results) by viewing the spreadsheet data, then select "Create a Copy..." from the File menu. Note that the copy will have all questions but results will not be available in the summary view. In the new copy, you'll need to manually delete the data rows from your spreadsheet.
- If you want to clear all responses, create a Copy of your spreadsheet, then clear all the rows from the spreadsheet. Rename your copy as desired.
- Google Documents offers an ever expanding list of predefined form templates from which you may create a new form. From the File menu, simply choose "From Template...", then select the "Forms" tab.
- Read more: How to Create an Online Survey Using Google Documents for Free | eHow.com
http://www.ehow.com/how_4615530_survey-using-google-documents-free.html#ixzz28fGjbl8s